

YOUTH SERVICES POLICY

Title: Placement Process	Type: D. Community Based Services
Next Annual Review Date: 06/08/2012	Sub Type: 9. Placement, Transfer, Termination and Removal Process
	Number: D.9.4
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References: ACA Standards 2-7115, 2-7117, 2-7118 and 2-7119 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 06/10/2011

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish uniform policy and broad procedures regarding the process of placing a youth in a non-secure residential facility.

III. APPLICABILITY:

The Deputy Assistant Secretary - Community Based Services, Probation and Parole Regional Managers/Juvenile, Probation and Parole Supervisors/Juvenile, and Probation and Parole Officers/Juvenile(PPO/J).

IV. DEFINITIONS:

Administrative Review Panelist - an unbiased party who is required to participate in the development of the Individual Service Plan, as well as in Administrative Reviews.

Agency - Youth Services, Office of Juvenile Justice

Community Based Services (CBS) - formerly known as the Division of Youth Services, including the regional probation and parole field offices located throughout the state

Individual Service Plan (ISP) – an individualized plan developed by the assigned PPO/J to achieve the desired results for change. The plan is accomplished through the collaborative effort of the PPO/J, youth and parent/guardian. The plan shall contain specific, measurable goals to address the risks, needs and protective factors. The SAVRY, Probation Order, psychological evaluation and other pertinent information shall be used to develop the plan. The ISP is modified throughout supervision as need areas are identified.

Juvenile Electronic Tracking System (JETS) - the centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

Placing PPO/J - the assigned probation officer from the region where the placement originates.

Placing Region - The region from which a placement originates, usually the region where the youth's parent/guardian resides.

PPO/J - includes CBS probation officers (Probation and Parole Officer 1,2 and 3/Juvenile).

Regional Managers - Managers of the CBS offices located throughout the state.

Supervising PPO/J - The probation officer assigned to make contacts with the youth and facility representative while in a non-secure facility.

Unbiased Staff Member - a Probation and Parole Officer/Juvenile (PPO/J) or Probation and Parole Supervisor/Juvenile (PPS/J) not directly involved with a particular case.

V. POLICY:

It is the Deputy Secretary's policy that when placement is necessary, youth should be placed in a program which is most appropriate to meet his needs, in the least restrictive environment, and in close proximity to his home.

VI. PROCEDURES:

- A. When applicable, a pre-placement interview with the youth and his parent will be conducted at the facility to familiarize them with the program and to allow participation in the decision-making process.
- B. Once the youth is accepted for placement by a non-secure program, the parent or guardian is notified by the placing PPO/J and a date for placement is set.
- C. Transportation is arranged by the placing PPO/J and all pertinent documents for the youth shall be submitted to the facility.
- D. The EP-06 form, Authorization for Placement, shall be completed in JETS and signed by both the placing PPO/J and a facility staff member to document the date of placement.
- E. Within 24 hours of a youth's placement in a program outside the region of origin, the Regional Manager of the supervising region shall be notified of said placement via telephone, fax or email by the placing PPO/J or placing Regional Manager.
- F. If the youth requires a special or court ordered service, such as sexual perpetrator therapy, the placing PPO/J shall forward documentation of its necessity to the supervising PPO/J (i.e. court order, psychological evaluation, assessment, etc.). The supervising PPO/J shall be responsible for submitting the 156A to Central Office for approval and payment of said services.

- G. The youth's Master Record, transfer screen and placement screen will be updated in JETS by the placing PPO/J.
- H. A copy of the order placing the youth in the agency's custody with the "best interest/reasonable efforts" wording shall be obtained from the court by the placing PPO/J.
- I. Within fourteen (14) days of placement the placing PPO/J shall:
 - 1) Complete the Financial Assessment Forms (FAST I & II) in JETS and submit forms to the Office of Community Services (OCS);
 - 2) Develop the ISP in collaboration with the youth, parent, a residential provider representative, an unbiased staff member (see definition), and other individual(s) identified by the PPO/J as significant to the youth making a positive adjustment.

The ISP shall be documented in JETS and signatures of all participants obtained. The ISP shall be sent to the residential provider and parent.

- J. The placing PPO/J shall create the Notification of Placement Letter in JETS and send a copy to the parent within three (3) days after placement and any subsequent placements.
- K. The placing PPO/J shall forward all pertinent case documents not available in JETS to the supervising PPO/J within seven (7) working days after placement.

Previous Regulation/Policy Number: DYS 9.4
Previous Effective Date: 11-01-03
Attachments/References: